



**CITY OF NORFOLK  
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING & COMMUNITY  
DEVELOPMENT**

5TH FLOOR, ROOM 508  
810 UNION STREET  
NORFOLK, VA 23510  
(757) 664-4752  
(757) 664-1569 (FAX)  
[WWW.NORFOLK.GOV/PLANNING](http://WWW.NORFOLK.GOV/PLANNING)

**SPECIAL EXCEPTION APPLICATION**



## Application Procedures

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. Submit completed application with all required attachments including Survey/Site Plan (\*see attached Site Plan example), check for \$265 made payable to Treasurer, City of Norfolk, and Description of request.
3. Staff will review application to determine completeness.
4. Applicant to contact appropriate Civic League **prior to public hearing**. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will post legal notice of application request and photograph subject property.
6. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
7. Applicant **must** attend public hearing:
  - ? Where: City Hall Building  
11th Floor, Council Chambers
  - ? Time: 2:30 p.m.
8. During the Commission's hearing:
  - ? Applicant must register to speak
  - ? Staff will present application and recommendation
  - ? Applicant/representative may make a presentation
  - ? Proponents may speak
  - ? Opponents may speak
  - ? Rebuttal
9. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
10. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
11. In accordance with the City of Norfolk Zoning Ordinance, construction shall begin or the use of land for which the special exception has been obtained shall commence within 12 months from the effective date of said ordinance; otherwise said ordinance shall be void.

### **DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

#### **ZONING SERVICES**

5TH FLOOR, ROOM 508

(757) 664-4752 / (757) 664-1569 (FAX)

WWW.NORFOLK.GOV/PLANNING

**SPECIAL EXCEPTION APPLICATION**



## Application For City Planning Commission Public Hearing

### SPECIAL EXCEPTION

Special Exception for: \_\_\_\_\_  
(\$265.00)

Date of application: \_\_\_\_\_

Name of applicant: (Last) \_\_\_\_\_ (MI) \_\_\_\_\_ (First) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

### DESCRIPTION OF PROPERTY

1. Property location: (Street Number) \_\_\_\_\_ (Street Name) \_\_\_\_\_

Lot number(s) \_\_\_\_\_ Block Number \_\_\_\_\_ Zoned \_\_\_\_\_ Subdivision \_\_\_\_\_

Legal Description \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Proposed Use \_\_\_\_\_

### List hours of operation:

Weekday From \_\_\_\_\_ To \_\_\_\_\_

Friday From \_\_\_\_\_ To \_\_\_\_\_

Saturday From \_\_\_\_\_ To \_\_\_\_\_

Sunday From \_\_\_\_\_ To \_\_\_\_\_

Trade Name of Business (If applicable) \_\_\_\_\_

### DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

## Special Exception

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2. Name of property owner: (Last) \_\_\_\_\_ (MI) \_\_\_\_\_ (First) \_\_\_\_\_

Mailing address of property owner (Street/P.O. box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of owner ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

#### REQUIRED ATTACHMENTS:

- ✓ Check for \$265.00 made payable to: Norfolk City Treasurer.
- ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines (\*see attached example).
- ✓ Please attach separate pages for environmental or traffic impact analysis if applicable.
- ✓ Please provide a brief description of the operation of the business (i.e., # of employees, # of seats, # of bays etc...).

#### **CERTIFICATION:**

**I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:**

#### **SIGNED:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Property owner or authorized agent signature) (Date)

#### **SIGNED:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Applicant signature) (Date)

## **Filing Deadlines & Hearing Dates**

### **FILING DEADLINE**

December 8, 2003  
January 12, 2004  
February 9, 2004  
March 8, 2004  
April 12, 2004  
May 10, 2004  
June 7, 2004  
July 12, 2004  
August 9, 2004  
September 13, 2004  
October 11, 2004  
November 1, 2004  
December 13, 2004

### **HEARING DATE**

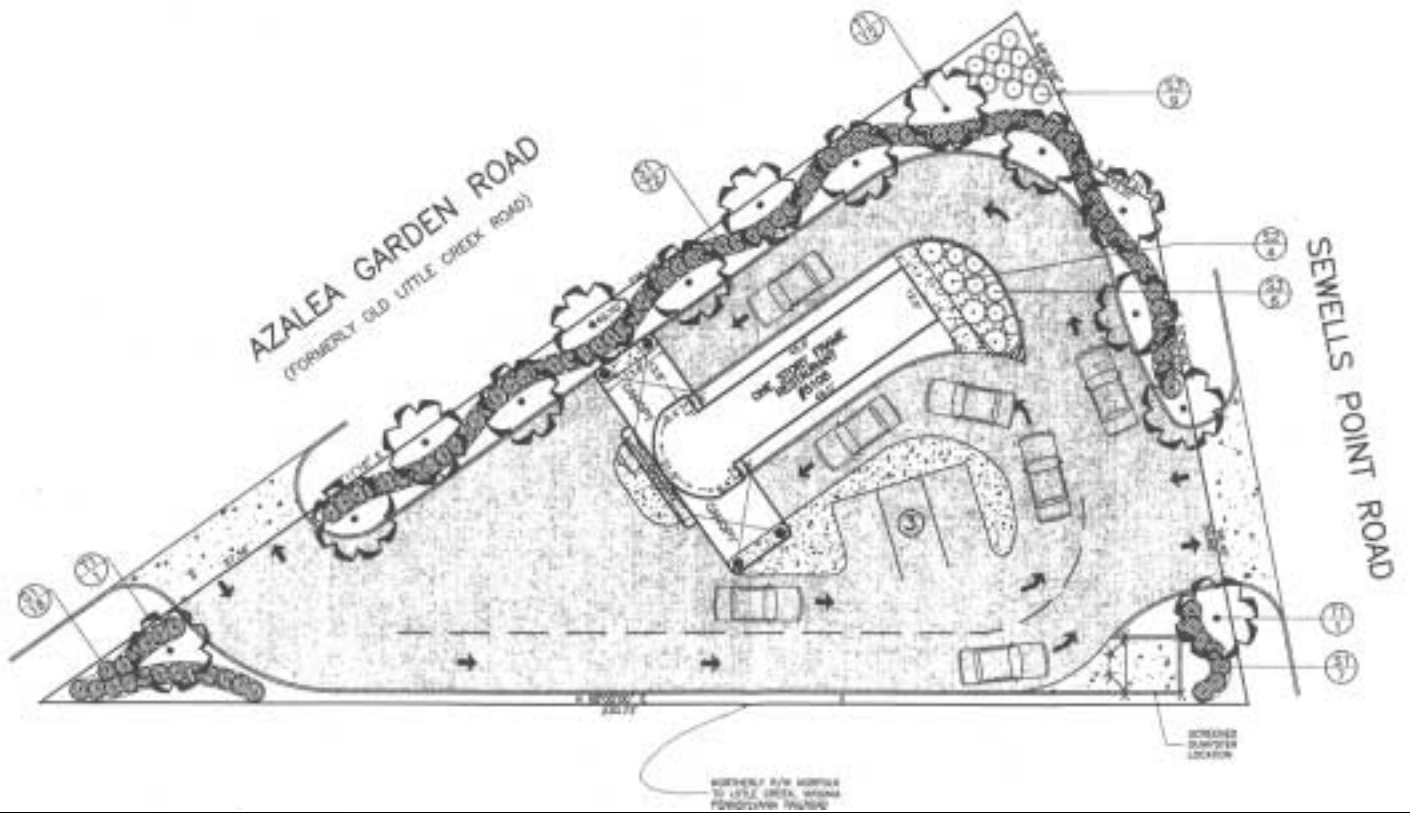
January 22, 2004  
February 26, 2004  
March 25, 2004  
April 22, 2004  
May 27, 2004  
June 24, 2004  
July 22, 2004  
August 26, 2004  
September 23, 2004  
October 28, 2004  
November 18, 2004  
December 16, 2004  
**January 27, 2005**

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# EXAMPLE

## SITE PLAN



## Survey/Site Plan

- 8 1/2 x 14 in size
- Must be to scale
- Shall meet all requirements of the City of Norfolk Zoning Ordinance, 1992
- Must show: all existing and proposed building footprints, driveways, parking, landscaping, and property lines.
- A sealed survey is preferred, however, a site plan meeting all of the above criteria may be acceptable.